

COURT SERVICES OFFICER

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs responsible professional work monitoring the compliance of court ordered sanctions for a caseload of offenders; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing probationary supervision for offenders; monitoring compliance with court ordered sanctions; conducting drug and alcohol screenings; conducting interviews and investigations; testifying in court; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides probationary supervision for a caseload of offenders; reviews court orders to determine obligations of offenders; monitors compliance of offenders with court-ordered sanctions; writes case notes; generates correspondence to court personnel.
- Meets with and explains court-ordered sanctions and program rules/regulations to offenders.
- Generates criminal history checks; conducts urinalysis testing to identify substance abuse; monitors substance abuse urine screens; conducts alcohol level screens/testing using breathalyzer.
- Assigns offenders to community service work; communicates with community service site supervisors to verify hours worked and progress of offenders in program; works to establish community service work sites.
- Refers offenders to remedial resources for treatment; mails referral notices; obtains updates on progress of treatment.
- Reports compliance or non-compliance of offenders to the courts via closure/review letters; determines which violations should result in request for court action; prepares show cause petitions to request show cause summonses; attends court and testifies in court as needed.
- Compiles and/or monitors various administrative and/or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends.
- Prepares or completes various forms, reports, correspondence, monthly progress reports, case log reports, case notes, appointment notices, transfer-out requests, closure/review letters, show cause petitions, etc; maintains records.
- Operates state and national criminal information computer systems to retrieve/update criminal information; runs inquiries and enters updates on data such as criminal histories or warrants; operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other computer programs.
- Attends various meetings; serves on community boards or committees.
- Performs general/clerical tasks as needed, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, or filing documentation.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles, objectives, and techniques of counseling and social casework; general knowledge of the techniques and means of interviewing and investigating; general knowledge of casework methods and control practices; ability to conduct interviews and investigations and analyze attitudes and behavior problems objectively; ability to interpret Court code sections and other legislation; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with court personnel parties to cases, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in sociology, psychology or related field and some experience in counseling and case management experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of VCIN/NCIC and Basic

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Community Corrections Officer certification. May require bilingual abilities depending on departmental assignment.

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